



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to add order a replacement plate

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IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.saferysys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE REPLACE PLATE SUPPLEMENT REPLACES A LICENSE PLATE THAT HAS BEEN LOST, STOLEN, DESTROYED OR MUTILATED.

Once the flat fee of \$8.50 for each plate is paid, a plate with the same number is ordered and will be sent.

Required Supporting Documents –

- None

1. Log on - www.modot.org/mce

MoDOT CARRIER EXPRESS

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Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, [Click Here](#)

System Status messages will go here. If there are none this area will be blank.

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links for various activities and information pages

State of Missouri
Motor Carrier Services

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My Portal Edit My Profile ? Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

My Favorites GO

Welcome to the MoDOT Carrier Express!

Account Name: Customer ID USDOT
Number:

Click on the link below to take you to the appropriate tab to begin a transaction.

Click here to begin any of the IRP activities below:

- Add a vehicle to your fleet (Select Supplement, Add Vehicle)
- Transfer a plate (Select Supplement, Add Vehicle & Transfer)
- Replace a plate (Select Supplement, Replace Plate)
- Renew your plates (Select, Renewal)
- Reprint a cab card (Select, Reprint)
- Correct cab card info (Select, Supplement, Cab Card Correction)
- Continue an unfinished transaction (Select Supplement Continuance)

Click here to View IRP information below:

- Active vehicles (Select Fleet Active Vehicles)
- Deleted vehicles (Select Fleet Deleted Vehicles)
- Information for a specific vehicle (Select Vehicle)
- Weight groups (Select Weight Group)
- Status of your current license year transactions (Select Supplement)
- Current license year jurisdictions/mileage (Select Fleet Mileage)

Click here to begin any of the IFTA activities below:

- File or amend a quarterly tax return (Select Quarterly Tax Return)

Click on the transaction below for Payment activity:

- [Pay bill](#)
- [View your account balances](#)
- [Reprint an open bill](#)

Click here to begin any of the OSOW activities below:

- New permit (Select New)
- Recall or view last saved permit (Select Open Last)
- Update Vehicle Information (Select Vehicle Units)
- View open permit applications

Click here to begin an INTRASTATE AUTHORITY activity:

- Renew to obtain intrastate decals (Select Intrastate Regulatory, Renewal)

Click here to begin any of the UCR activities below:

- New or renewal registration
- Continue an unfinished registration

- a. To proceed with your supplement, click on **APPLICATIONS** or the **IRP ACTIVITIES LINK**

3. The **Motor Carrier Services Program Information** page appears. Click on the **IRP** tab

State of Missouri
Motor Carrier Services

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My Portal Edit My Profile ? Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information **IRP** IFTA PERMITS OS/OW HW/WT

WELCOME CARRIERS!

This portal is your gateway to Missouri state requirements, forms and information for businesses and individuals interested in commercial operations of trucks, tractor-trailers, buses, limousines, or other commercial motor vehicles, on public highways in Missouri.

Motor Carrier Services

4. The IRP Main Menu page appears

The screenshot shows the 'State of Missouri Motor Carrier Services' website. The top navigation bar includes links for CONTACT, JOBS, NEWS, and SITEMAP. Below this is a 'My Portal' section with links for Edit My Profile, Log Out, and My Favorites. The main menu has tabs for HOME, APPLICATIONS, UCR, PAYMENT, CUSTOMER, SEARCH, and REPORTS. Under the APPLICATIONS tab, there are sub-tabs for Information, IRP, IFTA, PERMITS, OS/OW, and HW/WT. The IRP sub-tab is selected, leading to the 'IRP Main Menu' page. On the left, there is a vertical list of options: Renewal, Supplement (circled in red), Supplement Continuance, and Reprint. On the right, there is a text input field for 'Account Nbr:'. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for Submit, Refresh, and Help.

a. Click on **SUPPLEMENT** and complete the requested screen information

The screenshot shows the 'Supplement Menu' page. On the left, there is a vertical list of options: Add Vehicle, Replace Plate (circled in red), and Add Vehicle & Transfer. On the right, there are several input fields: 'ACCOUNT NBR: 1', 'FLEET NBR:' (empty), 'EXP MM/YR:' (empty), 'SUPP EFF DATE: 5 6 2008', and 'TVR REQUIRED: [checkbox] TVR NBR OF DAYS: [empty]'. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for Submit, Return, Refresh, and Help.

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed

b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **Replace Plate (Control Screen)** appears

The screenshot shows the 'Replace Plate' control screen. At the top, it displays 'Account Hbr: [blank]', 'Fleet Hbr: 1', and 'Exp MM/YR: 12/2008'. Below this, 'Supp Hbr: 0003' and 'REPLACE TAG' are visible, along with 'USDOT Hbr: [blank]'. The main section contains three input fields: 'VEHICLE CONTROL: [blank]', 'VEHICLES PROCESSED: 0', and 'UNIT: [blank]'. Below these are 'PLATE: [blank]' and 'VIN: [blank]'. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for 'Submit', 'Quit', 'Refresh', 'Inquiry', and 'Help'.

NOTE: This screen controls the number of plates being replaced. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of plates being replaced. The vehicle control number may be changed if needed.

- In the vehicle control field, enter total number of units being processed
- Enter the plate number or VIN of the first unit (required)
- Click on **SUBMIT**

6. The **Replace Plate** screen appears

The screenshot shows the 'Replace Plate' screen with data populated. At the top, it displays 'Account Hbr: 13196', 'TMS TRUCKING LLC', 'Fleet Hbr: 1', and 'Exp MM/YR: 12/2008'. Below this, 'Supp Hbr: 0012' and 'REPLACE TAG' are visible, along with 'USDOT Hbr: 1716954'. The main section contains three input fields: 'VEHICLE CONTROL: 1', 'VEHICLES PROCESSED: 0', and 'UNIT: 150'. Below these are 'PLATE: A54195' and 'VIN: 1H2K195C37M034932'. A section titled 'Vehicle/Registration Information' shows 'TTL NBR: PJ647542' and 'USDOT: 1716954'. Below this is a 'REASON:' dropdown menu with options: 'D - DAMAGED', 'L - LOST', 'N - LIC LAW', 'O - OTHER', and 'S - STOLEN'. There is also a 'FEE OVERRIDE: [checkbox]' and a 'CONTINUE' dropdown menu. At the bottom, there are buttons for 'Submit', 'Quit', 'Refresh', 'Inquiry', and 'Help'.

- Verify that the vehicle information displayed is correct
- Select reason for plate replacement from the drop down box
 - Damaged (D) – Plate has received damage and is unreadable or unusable
 - Lost (L) – Plate has been lost
 - License Law (N) – Plate is being reissued due to change of design and/or configuration by state statute. No fee is assessed on 1st replacement plate under this reason
 - Other (O) – For any other reason not listed in the drop down box
 - Stolen (S) – Plate is stolen
- Click SUBMIT. Confirm that all information is correct and click on **SUBMIT** again
- If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
- Proceed to billing, by completing all entries and submitting.

7. The IRP Billing page appears without invoiced amounts

HOME APPLICATIONS INQUIRY CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites

Information IRP BTA PERMITS CVIEW COLOW HW/WT WORKLIST Pending Insurance

IRP Billing Account Hbr: 1 Fleet Hbr: 1 Exp MM/YY: 12/2008
 Supp Hbr: 0004 USDOT Hbr: 79289

IRP Fee: 0.00 Supplement Status: 0 - OPEN
 Mo Schedule I Fee: 0.00 Waive Trailer Fee: ☐ Effective Date: 01 / 24 / 2008 REG MONTHS: 12
 Mo Schedule II Fee: 0.00 Receipt Date: 01/24/2008 NBR OF VEHICLES: 1
 Cab Card Fee: 0.00 ☐ Billing Date:
 Replace Tag Fee: 0.00 ☐ Invoice Date:
 Grade Crossing Fee: 0.00 ☐ TWR Ind: ☐ TWR Hbr of Days: 0
 Transfer Fee: 0.00 ☐
 Revenue Transfer Fee: 0.00 ☐
 Late Filing Penalty: 0.00 ☐ Delivery Options P - Print
 Late Pay Penalty: 0.00 ☐
 Total Due: 0.00
 Credit Applied: 0.00
 Net Amount Due: 0.00

CONTINUE Submit Quit Refresh Inquiry Help

- Select a delivery option for your credentials or documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice. The plate will not be ordered until payment is received.

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**

The screenshot shows the online payment system interface. The **PAYMENT** tab is selected in the top navigation bar. Below it, the **Payment System** sub-tab is also selected. The **Current Customer Information** section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The **Invoice List** section shows a table with 18 items found, displaying 1 to 10. The first item is highlighted with a blue ID number 745182. An arrow points from the **Invoice Status** label to the status dropdown menu, which is set to **INVOICED**. A callout box says: "Click the drop down list for invoice status and select **INVOICED**".

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.

The screenshot shows the online payment system interface with the **Invoice Details** section expanded. The **Customer ID** is 50279, **Customer Name** is MISSOURI DEPARTMENT OF TRANSPORTATION, and **USDOT** is 9898989. The **Invoice ID** is 894678. The **Activity** section shows: Acct No: 000012327, Supplement No: 0000, Fleet No: 01, Fleet Exp. Date: 03/2010, Line Item No: IRPP000012327012010030000, and Transaction Delivery Option: Print. The **Total Amount Due** is \$3091.50. The **Recent Delivery Options** section shows a dropdown menu with options: Preview, Email, Fax, and Mail. The **Payment Methods** section shows a dropdown menu with options: -- choose one --, Credit Card / Debit Card, and E-Check. A callout box says: "We accept MasterCard, American Express, Discover, and Visa." The **Apply Payment** button is visible at the bottom right.

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	894678	INVOICED	\$3091.50	2010/03/25 10:08:03
IRP\000012327\01\03 \2009\0002	752740	PAID	\$0.00	2009/04/17 08:53:19

2. Choose a delivery option
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

3. Choose a payment method

E-check

Payment Methods:

E-Check ▼

We accept MasterCard, American Express, Discover, and Visa.

Check Type: ☒ Company Check ☐ Personal Check

Account Type: ☒ Checking Acct ☐ Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.

All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Credit/Debit Card

Payment Methods:

Credit Card / Debit Card ▼

We accept MasterCard, American Express, Discover, and Visa.

Card Type: ☐ American Express ☒ Master ☐ Discover ☐ Visa

Name on Credit Card:

Expiration Date: -- month -- ▼ -- year -- ▼

Credit Card Number: CV2:

- Fill in the requested information (include CV2 security code from the back if using a card) and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to **PAID** when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Plate will be ordered when payment is made in full. It will be shipped when it is made. You will receive a temporary vehicle registration to run on between the time it is ordered and the time you receive it.

